**Helpful Teacher Tips and Tricks for Microsoft Word 2007**

1. **Fonts**
   1. **Home Menu**
      1. Style: Is the way the text looks. The default font will normally be times new roman. This can be changed easily from the Home menu by selecting the font style from the pull –down box and selecting the style of choice. (it will display a sample of the style as you mouse over the style.
      2. Size: Size is how large the text appears on the page. It is measured in points, each point is 1/72nd of an inch; so 1 inch text is 72 point. To make the change simply highlight the text and choose the font size from the pull down box.
      3. Color: Always an eye-catcher. Modifying color on a page adds life and brings attention to a specific piece of the text. It should be used sparingly. To make a change in color to the text, highlight the text and pull the font color palette down simple click on the color of choice.
      4. Alignment: this refers to the way the text arranges on the page, the default is left aligned. But titles and heading are often centered. To change the alignment of the text, select the text and click on one of the four basic alignments available from the toolbar.
2. **Tables:** 
   1. **Insert Menu**
      1. Creating tables can allow greater flexibility on the page, using lists, or creating vocabulary terms. To create a table Select the Insert tab and click on the table icon. From there you can select the number of rows and columns you need.
3. **Illustrations:**
   1. **Insert Menu**
      1. Adding clipart, pictures, Shapes and Charts can enhance and explain a topic that is being taught. To include SmartArt you should select the insert tab and the Smart Art icon. Choose the category on the left that best suits your topic and follow the on screen prompts.
      2. Charts can also aid in showing numerical data in a visual way. To include a chart in a document select the insert tab and click on the chart icon. Select the type of chart you wish to use and then the sub-type. Include your data for the chart and add titles if you wish.
      3. Shapes that are already drawn are available to use from the Insert tab. Select the shapes icon and choose the desired shape. Then click and drag in the document to create it on the page. It can be resized by dragging a handle inward or outward. Additionally you can add text to the shape by right clicking on the shape and choosing the add text option.
4. **Watermarks:**
   1. **Page Layout Menu**
      1. Adding watermarks to the page allows you to place a text or visual graphic behind the document text. Select the Page Layout tab and choose the Watermark icon from the toolbar. There is a list of default text options to choose from , or if you wish you can customize the watermark by selecting the customize watermark button on the bottom of the dialog box. Choose the picture or text options and upload the picture from your files or key the desired text.
5. **Adding Comments, Tracking Changes, and Protecting.**
   1. **Review Menu**
      1. Inserting Comments:
         1. Comments can be added to documents that are sent to you electronically eliminating the paper. To add comments to a document select the Review menu, highlight the text that you wish to comment on and click the add comment icon, there will be a balloon that appears on the right of the document. Key the comment and continue in the document.
      2. Tracking Changes:
         1. Another useful feature allows you to see changes that someone else has made to a document. To do this you have to enable the track changes feature. Select the Review tab and click on the track changes icon. When it is turned on, anything that is added or deleted from the document will appear in an underline and color format that is different from the original text.
      3. Protecting:
         1. To keep your document from being modified accidentally or intentionally you can protect it. To do this select the Review tab and click the protect icon on the right of the toolbar.